



SETTLING IN AND ATTENDANCE POLICY

Effective from 1 September 2018. Latest future review date September 2019.

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Contents

Aim of this policy

Procedures

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By means of this policy we aim to inform parent / carers, and particularly those of children new to the Kindergarten at St Joseph's, of our Welcome and Goodbye routines. Also how we accommodate any concerns or worries from either the child or parent in the first few days.

Procedures

Before you start

- We use a variety of methods [paper and electronic] to provide Parent / Carers with information.
- We provide opportunities for the child and parent / carer to visit the setting.
- We ask for information in the Admission Pack and collate this for use by the staff.

When you start

- When a child starts, we work with Parent / Carers to decide on the best way to help the child to settle in.
- In the first week we start some children an hour later to allow all children to have the opportunity of an adult to be available for them when entering the setting when new to the Kindergarten at St Josephs. We will discuss any ongoing arrangements after the first session.
- We aim to contact you by phone to say all is well during that first session.
- During the first four weeks of starting we discuss and work with the Parent / Carer to assess how their child is settling into The Kindergarten at St Joseph's. Where a child is experiencing obvious difficulties, we discuss with the parents strategies for coping with these problems.
- All children are assigned a Key Person and we aim to let parents know who that person is prior to the first day. If the child has had older siblings who have attended the Kindergarten at St Joseph's we aim to allocate the same Key Person. The role of the Key Person is explained in our Key Person policy.

Our Welcome and Goodbye routines

- You will be welcomed at the door by a member of staff. This is the time to advise us of any variations in your pick up routine that will be noted on the tick list or any other matters that should be entered into the setting absence log and a member of staff who will tick your child's name off a session list. Please note this is not the official registration but a safety measure so we know who is on site prior to registration.
- Parent / Carers are welcome to accompany their child into their classroom, settle them in to play and a kiss goodbye. Then go. We ask Parent / Carers to co-operate with the wishes of the manager and/or staff when leaving their child.
- We have the 'all about me' and other information provided in your response to the Admission Pack. We will take all this into consideration when settling and looking after your child.
- It is not always possible to tell which children will settle easily and who will not so we assume that all children will. If a child shows distress after their parent/care has left we will try distraction and comfort them as best we can. We will call parent if we feel they need to return earlier than expected and will make arrangements for the child to attend shorter sessions until they feel comfortable.
- Parent/carer are welcome to stay on the premises either in the office or the club hut.
- The aim is to complete formal registration of the children in their designated playrooms as soon as possible to enable the children to have maximum opportunities for free-play and learning time
- During the course of a session there is snack-time where children are encouraged to drink milk or water and eat prepared fruit and/or raw vegetables.
- 15 minutes before the end of a session the children are brought together again in their registration rooms for a story, songs and goodbyes.
- A member of staff will be at the main door and will only release children to authorised collectors using the password.
- Parents are advised that they may talk with their child's Key Person or any member of staff at any time. If a longer talk is required they are advised to make an appointment.
- Summary reports are issued annually. Parents are asked to contribute their views via their own observations or comments on Tapestry or at any time to their Key Person.
- Consistency of attendance is important to the child to settle and to make progress. We ask that children attend their registered sessions and that non - attendance be notified in writing as soon as reasonably possible and by the first

day of absence. If notification has not been received an administrator will attempt to call/email parent or carer on the first day of absence.

- A log of non-attendance is kept of all notifications. And in some cases when attempts to contact parents have failed advice from the Mutli Agency Safeguarding Hub may be asked for.
- Fees are paid in advance and no refund is made for days of non- attendance nor is it possible to swap days.
- At the end of each term children who have missed substantial sessions will be informed and if they are in receipt of the Funded Early Education Surrey County Council may have to be informed.
- We will work parents to provide the sessions they require but we do expect a minimum of 4 sessions in the preschool year.